

BODENHAM PARISH COUNCIL

**MINUTES OF THE PARISH COUNCIL MEETING
HELD AT THE SIWARD JAMES CENTRE
at 7.30 pm on Monday, 8th January 2018**

Present: Cllr A Avery Cllr T Clark Cllr J Crane Cllr S Collin Cllr D Jackson
 Cllr P James-Moore Cllr R Layton Cllr T Mitcheson Cllr D Tilford Cllr K Tremain

District Councillor Bruce Baker was in attendance.

Six members of the public were present.

Introduction

PCSO Steph Annette was in attendance at the start of the Meeting. She reported that a post box had been stolen from outside a house in Bowley Lane, and that a theft had taken place at the bottom of Bowley Lane. She offered to run a session on cybersecurity, and asked that the Parish Council contact her, if they wished to accept the offer. After PCSO Annette had left, it was agreed unanimously to accept her offer. The Clerk was instructed to liaise with PCSO Annette to arrange the session.

ACTION: CS

1. **Apologies for Absence.** All Councillors were present.
2. **Declarations of Interest.** Cllr Mitcheson declared an interest in Item 10.
3. **Minutes of the Previous Meeting.** Cllr Clark commented that the word “Hamden’s” in Minute 14.3 should read “Hamwyn’s”. The Clerk blamed his spellchecker for the error. The Minutes of the previous Meeting were then approved unanimously (Proposer; Cllr Tremain: Seconder; Cllr Clark).
4. **Matters Arising from the Minutes.**
 - 4.1 **Minute 14.3: Drop Kerbs at England’s Field.** Cllr Baker reported that drop kerbs at Hamwyn’s Joinery had not been included in the plans for the site, but would be installed by April with all other drop kerbs. He also reported that the telephone kiosk library would be fully restored and that he was hoping to arrange for the new bus shelter to be formally opened with appropriate press coverage. Cllr Tilford said of the formal opening that anything which could be done to publicise Bell Homes’ exemplary behaviour should be done.
 - 4.2 **Minute 14.4: Bags for Dog Waste.** See Item 6 below.
5. **Opportunity for Members of the Public to Address the Parish Council.**
 - 5.1 Mrs Gwen Bowden asked about the light and the glass in the telephone kiosk library. Cllr Baker said that Bell Homes had agreed to restore the light, but repairs to, or replacement of, the glass were not part of this agreement and the Parish Council would need to consider any need for these separately. See Minute 4.1 above.
6. **Dog Fouling Signs, Bag Dispensers and Newsletter Notice.** The Clerk reported that he had circulated details of commercially available bag dispensers to Councillors. Cllr Tilford said that he knew of a parish where three bag dispensers had been installed, but the bags had then been strewn around the dispensers by children. He thought that it was unlikely that much use would be made of such dispensers and that, consequently, he would not recommend their procurement. Instead, he suggested, more dog fouling signs should be purchased and a notice should be placed in the *Newsletter* along the lines of the draft notice he had circulated to Councillors. Furthermore, he added, he and Mrs Tilford had walked extensively around Bodenham Lake, but had found no evidence of dog fouling, although they had seen a few filled and discarded bags. The Clerk was

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instructed to purchase more signs and to publish Cllr Tilford's notice in the *Newsletter*.

ACTION: CS

7. **The Lengthsman.** The Clerk reminded the Meeting that Mr Richard Morgan's appointment was only until 31st March 2018 and that it had been agreed to discuss the appointment of a lengthsman thereafter at this Meeting. The Clerk also reminded Councillors that no money was now available under the Lengthsman Scheme, but that the Parish Council still needed to remain in the Scheme in order to qualify for P3 (Footpath Officer) payments. The Clerk further reminded Councillors that the rate of pay of lengthsman, the qualifications needed and the general job description were all set by Balfour Beatty: only the Lengthsman's schedule of work was determined by the Parish Council. After discussion it was agreed that Mr Mike Stephens should be amongst those invited to apply for the post, and that the Clerk should contact Balfour Beatty for advice on how to proceed with a new appointment.

ACTION: CS

8. **The Ketch Lane/Millcroft Road Junction.** The Clerk reported that it had been ascertained that planning permission would not be needed to make the proposed alterations, but that it might be necessary to put a traffic management system in place during the work. The Clerk reported that Mr Colin Smith - the Locality Steward - had suggested that it might be worth making a Community Commissioning Model application, which would then encompass the design and legislative elements of the proposal, whilst leaving the Parish Council free to choose a contractor. Cllr Mitcheson suggested approaching the Highway Authority for professional advice as to what needs to be done. The Clerk was instructed to do this, when appropriate.

ACTION: CS

9. **The Lease for the Phone Mast at the Parish Hall.** The Clerk reported that the Lease for the phone mast at the Parish Hall was between "the Landlord" - Bodenham Parish Council - and the tenant, who undertook to pay the rent to the Landlord, who, in turn, would transfer the money to the Parish Hall. The Clerk said that he and Councillors who had seen the document felt that the Lease was straightforward and satisfactory and should be signed. Cllr Mitcheson proposed and Cllr Tremain seconded that the Lease should be signed. Seven Councillors supported the proposal and two opposed it, with one abstention. Cllr James-Moore and Cllr Mitcheson duly signed the Lease.

10. **Finance**

10.1 **Monthly Accounts Statements.** The monthly accounts had been circulated and were accepted (Proposer; Cllr Tilford: Seconder; Cllr Clark). The accounts are attached as Annex A. The Clerk had also circulated the monthly spreadsheet version of the accounts.

10.2 **Outstanding Invoices.** The following invoices were presented for consideration:

- Richard Morgan (Lengthsman's invoice)	£140.00
- Bodenham Parish Hall (room hire 4/11 and 22/11)	£67.00
- Bodenham Parish Hall (room hire (BFFG quiz)	£30.00

10.3 The payment of the invoices was approved (Proposer; Cllr Tilford: Seconder; Cllr Collin).

11. **Planning**

- 174173: *Broadfield Lodge Farm: Proposed conversion of redundant farm building to office, storage, function room and accommodation.* Cllr Tilford, noting that the name of the property seemed to have changed, had prepared a planning statement recommending a 'No objection' response, which was agreed.

- 174685: *Plot 2, Land adjacent to Stoneleigh: Proposed non-material amendment to 172982 (Variation of condition 2 151651 (Proposed erection of 3 detached residential dwellings with garages)- Plot 2 house and garage revised - Revised garage position and rotation of garage ridge (roof).* As a non-material amendment, this application was ratified by the Parish Council.

- 174722/PA7: *Land at Chapel Lane: Proposed agricultural storage building.* Cllr James-Moore asked Mr Nick Bevan - the applicant - to describe the application. Mr Bevan said that the proposed building was for the storage of cider making equipment and for other items of machinery such as combine harvesters, which could not easily gain access to the main farm. Cllr Baker said that he had asked the planning officer about the use of 'Prior

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Approval' with respect to this application and the planning officer had agreed that 'Prior Approval' was inappropriate and that a full planning application was necessary.

12. **Updates**

12.1 **Bodenham Flood Protection Group.** Cllr Mitcheson submitted a report, which is attached as Annex B.

12.2 **Parish Hall.** Cllr Layton said that he had nothing to report because the Parish Hall Management Committee had not met since the last Parish Council Meeting.

12.3 **Neighbourhood Plan.** Cllr Mitcheson reminded Councillors that the Neighbourhood Development Plan was at present out for its Regulation 16 Consultation, which had begun on 23 November and would end that Thursday (11 January). Apart from one response which had come to him in error and which he had forwarded to Herefordshire Council, there had been no indication of how many representations had so far been made, or what they were. Until he heard the outcome of the Consultation in mid- to late January it was impossible for him to predict how much further work would need to be done on the Plan or how long this would take.

13. **Correspondence Not Previously Circulated.** The Clerk reported that he had received the latest copy of 'Clerks and Councils Direct', which he had passed to Cllr Mitcheson.

14. **Other Business (including the District Councillor's Report).**

14.1 **District Councillor's Report.** Cllr Baker reported that:

- in order to counteract general public cynicism about Herefordshire Council, the Council had produced a document listing its many positive achievements over the past two years. He had drawn attention to some of these in his latest monthly report in the *Newsletter* and on the Parish Website;
- on 8 December a meeting had been held with Welsh Water at the Millcroft Road pumping station to discuss local residents' long-standing concerns about the sewerage system in Bodenham Moor. Cllr Baker said that Welsh Water were certain that there were no problems with either this pumping station or the treatment plant on Ketch Lane. In response to comments that a new pump had been at the Millcroft Road station for a long time without being fitted, they had confirmed that the station had been used simply for storage of what had been a spare pump. This had, however, now been fitted. Welsh Water, Cllr Baker added, had produced records to show that over the past year the pumping station had been coping without any difficulty whatever with inflows and outflows of sewage. The problems with blocked drains - particularly in the Millcroft Road and Ash Grove areas - were, in Welsh Water's view - most likely to have been caused, not by the pumping station, but by unsuitable matter being put into the gravity-fed sewage system. As regards reports of frequent vehicle visits to the Millcroft Road and Moor Brook pumping stations, Welsh Water had insisted that their vehicles only made occasional scheduled visits and they were not aware of anyone other than their own operatives using the pumping stations. They had requested that local residents should record details of all visits (including, in particular, vehicle descriptions and registration numbers and, whenever possible, photographs) so that any unauthorised use of the pumping stations could be identified and appropriate action taken.

14.2 Cllr Layton said that he had received complaints about water running down the west side of the C1125 on the approach to Bodenham from the Hereford direction and that this appeared to be coming from the solar farm. The Clerk and several Councillors said that this was a regular occurrence, which predated the solar farm. Cllr Baker undertook to investigate the matter further. **ACTION: BB**

14.3 Cllr Mitcheson noted that new data protection legislation would be coming into effect in May, which might have implications for the Parish Council. The Clerk was instructed to ask Herefordshire Council for advice on this. **ACTION: CS**

14.4 Cllr Tremain suggested that, in view of the outcomes of the meeting with Welsh Water (see Minute 14.1 above), a report should be included in the *Newsletter* about unsuitable materials being added to the sewerage system. This was agreed. **ACTION: CS**

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15. **Date of the Next Meeting.**
 - 15.1 The next Meetings will be held on Mondays 5th February and 5th March.
 - 15.2 There being no other business, the Meeting closed at 9.00pm.

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Annex A

December 2017 accounts

OPENING BALANCE on 18th NOVEMBER 2017 = £35060.39

Date	Income	Expenditure	Comment
20th November 2017		£37.84	HMRC (Clerk's PAYE)
20th November 2017		£15.75	BFPG room hire
20th November 2017		£65.25	PC room hire
23rd November 2017		£50.00	Donation to Royal British Legion
30th November 2017		£151.67	Clerk's salary
1st December 2017	£750.00		Open Spaces Project Grant?
5th December 2017	£251.98		BFPG quiz
5th December 2017	£50.00		Newsletter advertising
11th December 2017		£16.00	Clerk's expenses
12th December 2017	£374.91		Parish Hall car park loan
14th December 2017	£230.00		Newsletter advertising
15th December 2017		£86.00	BFPG trailer tyres
18th December 2017		£429.25	November and December Newsletters
18th December 2017		£749.83	Public Works Loan Board (for Parish Hall car park loan)
TOTALS	£1656.89	£1601.59	

CLOSING BALANCE on 14th DECEMBER = (£35060.39 + £1656.89 - £1601.59) = £35115.69



BODENHAM FLOOD PROTECTION GROUP REPORT
(8 JANUARY 2018)

1. **Summary of the Past Month.** Despite Storms Dylan and Eleanor the flood risk over the past month has remained very low. In fact, the water level in the Millcroft Brook has only even reached eight inches on two occasions during the past month.
2. **Monthly Meeting.** As usual, there was no monthly BFPG Meeting in December. The next Meeting will be at 7.30pm on Tuesday, 30 January 2018 in the Siward James Centre.
3. **Annual Coffee Morning.** The next event on the BFPG's social calendar is the Annual Coffee morning, which will be held in the Siward James Centre from 10.00 – 12.00 noon this Saturday, 13 January. Attendance by Councillors will, of course, be most welcome!

K.A.M.